



## King County

**BUDGET AND FINANCE OFFICER III**  
**DEPARTMENT OF ADULT AND JUVENILE DETENTION**  
**Annual Salary: \$59,041 - \$74,838**  
**Job Announcement: 05RF5522 (Re-Announcement)**  
**OPEN: 10/12/05 CLOSE: 10/21/05**

**WHO MAY APPLY:** This career service position is open concurrently to King County Career Service employees, King County at-will employees, and the general public.

**FORMS AND MATERIALS REQUIRED:** Submit the following: [King County application form](#), resume and a cover letter that details your qualifications and work experience in the areas listed below.

**WHERE TO APPLY:** Required forms and materials must be submitted to the King County Department of Adult & Juvenile Detention (DAJD), Human Resources Office. Materials may be either:

- Mailed to: KC DAJD Human Resources, 500 Fifth Avenue (M/S: KCF-AD-0600), Seattle, Washington 98104;
- Hand Delivered to: KC DAJD Human Resources, King County Courthouse, 516 Third Avenue, Room E-245, Seattle, Washington; or,
- E-Mailed to: **Recruitment.DAJD@Metrokc.gov**

Application materials must be received by 4:30 p.m. on the closing date. Postmarks are accepted.

**Applications not received at the location specified may not be processed.** Further inquiries may be directed to DAJD Human Resources at 206-296-4114.

**WORK LOCATION:** King County Courthouse, located at 516 3<sup>rd</sup> Avenue, Seattle, WA 98104.

**WORK SCHEDULE:** This FLSA exempt position will work a 40-hour workweek, Monday through Friday from 8:00am – 5:00pm.

**PRIMARY JOB DUTIES INCLUDE:** This position is responsible for supervising employees performing the payroll and accounts payable functions for the Department of Adult and Juvenile Detention. This involves supervising a team of five employees that process the payroll of about 900 employees, as well as performs accounts payable functions for a \$97 million operating budget.

1. Supervise five employees who process payroll and accounts payable
2. Supervise the processing of each payroll cycle, working with the revised Roster Management System and current and future County payroll and accounts payable systems.
3. Troubleshoot payroll issues for a large department consisting of about 900 FTEs and ten collective bargaining agreements.
4. Coordinate with the department Programmer and Information and Telecommunication Services (ITS) staff in implementing new collective bargaining agreements (CBA), Letters of Understanding, and new interpretations of CBA through labor/management agreements.
5. Coordinate personnel actions with the department Human Resources Section and maintain the master listing of authorized positions.

6. Manage the annual Payroll Reconciliation process of the Annual County budget, reconciling payroll and budget data.
7. Cost out scenarios for labor proposals under the direction of the Finance Manager.
8. Troubleshoot procurement, vouchering and accounts payable issues in a department with a \$97 million operating budget.
9. Act as the department liaison if and when the County replaces its financial systems, especially as it relates to payroll and accounts payable functions. This will include working on developing management information tools that can be created from any new County accounting system.
10. Ensure payroll and accounts payable functions are in accordance with federal, state and local regulations.
11. Work with and provide training to various department sections that purchase goods and services necessary to conduct official county business.

**QUALIFICATIONS:** A Bachelor's degree in accounting or a closely related field AND four years of progressively responsible professional accounting experience, two years of which includes the supervision of employees. Knowledge of payroll regulations, processes and procedures, and labor relations standards. Knowledge of County accounting systems is desirable. Strong oral communication and interpersonal skills which includes the ability to develop, support and lead a team in accomplishing accounting functions and successfully interface with management. Proficient in the use of personal computers and Microsoft Office applications, such as Word, Access and extensive knowledge in the use of Excel for complex financial and data reporting.

**NECESSARY SPECIAL REQUIREMENT:** A test will be administered to qualified candidates prior to the interview process. Selected candidates must undergo the department's background investigation process, which includes police checks, fingerprinting, reference checks, and polygraph examination.

**Class Code: 8163**